



## NC PBIS Initiative Partnership Agreement

Dear Interested School Administrator,

Thank you for your interest in implementing Positive Behavior Intervention and Support (PBIS) in your school. Completion of this Partnership Agreement begins your school's PBIS implementation journey. The activities contained here will help your school prepare for PBIS training and begin to implement PBIS. PBIS implementation is a 3-5 year process. To implement PBIS with high fidelity, your school can expect to work through the following process:

**Before Training:** Complete and return the Partnership Agreement and Readiness Checklist

- Conduct a PBIS overview with your staff
- Plan for Implementation
- Recruit a team
- Begin collecting data for decision-making

**During Training:** Actively participate and plan

- Bring summarized school data to training
- Bring a calendar so you can plan meetings after training
- Develop your action plan

**After Training:** Meet frequently to review data, carry out action plan and evaluate the process

- Collect input from staff (could include Self Assessment Survey)
- Work through action plan goals with staff to create your school's system for PBIS
- Collect data to complete assessment and evaluation

These specific activities will maximize your success and assist your school in getting off to a strong start. Once the Principal has completed the school profile, please submit the Partnership Agreement to your LEA PBIS Coordinator. LEA PBIS Coordinator should review school information, complete LEA information, secure remaining signatures, and submit to the Regional PBIS Coordinator prior to Module 1 training.

If you have any questions, please contact your PBIS LEA or Regional Coordinator for further information.



**Public Schools of North Carolina**  
**State Board of Education | Department of Public Instruction**

# NC PBIS Initiative Partnership Agreement



## SCHOOL PROFILE: To be completed by the school administrator

☐ Check if this school has previously attended NC PBIS training

| Contact Information:                               |                                  |                |
|--|----------------------------------|----------------|
| 6-digit School Code (LEA#+School#):                |                                  |                |
| Name of School:                                    |                                  |                |
| Address:   |                                  |                |
| Telephone Number:                                  |                                  |                |
| Fax:   |                                  |                |
| Principal:   | Name:                            |                |
|  | Phone:                           |                |
|  | Email:                           |                |
| Type of School:                                    |                                  |                |
|  |                                  |                |
| Initiatives in Place:                              |                                  |                |
|  |                                  |                |
| Discipline/Behavior Data Systems Currently in Use: |                                  |                |
|  |                                  |                |
| Readiness Activity                                 |                                  | Date Completed |
|  |                                  |                |
| PBIS Team Member Information                       |                                  | Name           |
| Administrator active on PBIS team:                 | Name:                            |                |
|  | Phone:                           |                |
|  | Email:                           |                |
| Regular Education Teacher:                         |                                  |                |
| Special Education Teacher:                         |                                  |                |
| Elective Teacher:                                  |                                  |                |
| Student Services:                                  |                                  |                |
| Recommended  | Parent:                          |                |
|  | Community Agency Representative: |                |
|  | Student:                         |                |



# NC PBIS Initiative Partnership Agreement

## School Agreement (Readiness Packet)

(To be completed with direction from Regional Coordinator, LEA Coordinator, or Trainer)

One purpose of NCPBIS Initiative is to build district capacity in addressing problem behaviors. Each participating district is encouraged to make a commitment and address several components of NCPBIS prior to receiving PBIS training. Completion of this checklist ensures more positive outcomes and allows your school to participate in upcoming PBIS training.

***\*Please read the following and note that the next two pages serve for your information while providing an awareness and beginning partnership between school and regional support.***

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### Leadership Team

- ☐ A PBIS team is formed and has broad representation that does not exceed 8 members (for example, schools may include representation from multiple grade levels, School Improvement Team members, behavior specialist or team member with behavior expertise, administrator (required), guidance counselor, and regular and special education teachers. *(See Module One Readiness Checklist)*)
- ☐ PBIS team commits to meet at least once a month to analyze and problem-solve school-wide data and continue to build faculty consensus through ongoing PBIS updates (via faculty meetings, etc.)
- ☐ Your entire PBIS Leadership team participated in an awareness presentation on NCPBIS.

|                         |  |
|-------------------------|--|
| <b>Name of Trainer:</b> |  |
|-------------------------|--|

- ☐ A person(s) has been identified by the District to be trained as the District PBIS Trainer and will be allowed to receive all necessary training to be a trainer.

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### Funding

- ☐ School has allocated/secured funding from their district and/or school to support their school-wide initiative. Identify funding source, community support, or fundraiser opportunities:

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### Visibility

- ☐ Your entire faculty participated in an awareness presentation on NCPBIS.
- ☐ Majority of your faculty, staff, and administration are interested in implementing NCPBIS.

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### Political Support

- ☐ Principal commits to PBIS and is aware that PBIS is a 3-5 year process that may require ongoing training and/or revisions of the school's PBIS plan throughout the year.



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- ☐ School Improvement Plan goal has been established to include school wide discipline (i.e. behavior, school climate, social behavior, etc)
- ☐ Following training, the Principal and In-School PBIS Coach will provide an update to the faculty/staff and parents regarding the importance of their PBIS initiative and future plans.

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### Training

- ☐ Principal or AP who is responsible for making discipline decisions will be an active participant on the PBIS team and agrees to attend the entire PBIS training.

|   |  |
|---|--|
| <b>List participating Administrator(s):</b> |  |
|---|--|

- ☐ All identified PBIS Team members agree to attend the entire PBIS training.
- ☐ Following PBIS training, team members agree to engage in additional work as needed in order to fully prepare for PBIS implementation on campus.

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### Coaching

- ☐ (Optional) An external PBIS Coach or LEA Coordinator has been identified by the District to support your school and possibly attend training with your school team.

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### Demonstrations

- ☐ You may be asked to be a demonstration site for NCPBIS when your PBIS school initiative meets criteria. We may ask your school to assist with professional conference presentations or submissions.

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### Evaluation

- ☐ Data entry time is allocated and scheduled to insure that office referral data will be current and summarized.
- ☐ Evaluation information on PBIS implementation and outcomes will be collected and submitted by the In-School Coach or LEA Coordinator throughout the year. Reports will be available to the PBIS team via the PBIS In-School Coach.

**END SCHOOL AGREEMENT**



# NC PBIS Initiative Partnership Agreement

## ACKNOWLEDGEMENT

Principal acknowledges:

- PBIS is a 3-5 year process that requires ongoing training, problem-solving, and action planning which includes:
  - Data-based decision-making
  - Establishing and teaching school-wide expectations and rules
  - Implementing a consistent discipline referral process and procedures
  - Implementing a school-wide acknowledgement system
  - Submitting data regularly to NCPBIS Initiative
- School PBIS Teams are responsible for providing PBIS information and training for colleagues (including when new staff members are hired, new members join the PBIS team, etc) and principal agrees to allocate staff meeting time for ongoing updates and information
- Administrative support is critical to successful implementation, and administrative team is committed to active participation with PBIS team
- After achieving successful implementation, our school may be asked to serve as a demonstration site, mentor a new school, participate in conference presentations, and/or host visitors inquiring about PBIS.

Principal's signature below affirms the Principal and school staff are committed to implementing PBIS, have accomplished the tasks above to prepare for NC PBIS Module 1 training, and agrees to fully participate in ongoing assessment of statewide implementation (includes submitting data and agreement to on-site visits for assessment and training purposes)

Signature of Principal:

Date:



# NC PBIS Initiative Partnership Agreement

## LEA INFORMATION: To be completed by LEA PBIS Coordinator

| Contact Information:  |          |  |     |         |
|---|----------|--|-----|---------|
| 3-digit LEA Code (LEA#):  |          |  |     |         |
| Name of LEA:  |          |  |     |         |
| LEA Contact/Coordinator ( <i>highlight if less than one year in this role</i> )   | Name:    |  |     |         |
|   | Phone:   |  |     |         |
|   | Email:   |  |     |         |
|   | Address: |  |     |         |
| LEA Trainer ( <i>highlight if less than one year in this role</i> )   | Name:    |  |     |         |
|   | Phone:   |  |     |         |
|   | Email:   |  |     |         |
|   | Address: |  |     |         |
| District Preparation  |          |  | Yes | Not Yet |
| Is this the first school in your LEA to implement PBIS?   |          |  |     |         |
| Does your LEA have a district PBIS implementation plan?   |          |  |     |         |
| Has your LEA established a district leadership team or identified a current LEA team that can plan for and carry out PBIS implementation? |          |  |     |         |
| Does your LEA have at least one person trained to conduct the Schoolwide Evaluation Tool (SET)?   |          |  |     |         |

LEA acknowledges:

- PBIS is a 3-5 year process that requires ongoing training, problem-solving, and action planning.
- LEA is responsible for identifying a person(s) to provide ongoing training, coaching, and support to implementing schools.
- LEA agrees to provide support by maintaining sustainability of PBIS implementing schools by training new faculty/staff and retraining personnel when needed.
- The NC PBIS Initiative agrees to provide support and technical assistance to participating LEAs.
- After achieving successful implementation, our LEA may be asked to serve as a demonstration site, mentor others, participate in conference presentations, and/or host visitors inquiring about PBIS.

Signatures of the LEA Coordinator and Superintendent below confirm the school and LEA are committed to implementing PBIS, and agree to fully participate in implementation (includes submitting data and agreement to on-site visits for assessment and training purposes).

Signature of LEA Coordinator:

Date:

Signature of Superintendent:

Date:



# NC PBIS Initiative Partnership Agreement

## NCPBIS

### Module 1 Readiness Checklist

(For Regional Coordinator, LEA Coordinator, or Trainer to complete)

|  |  |                |   |                  |  |
|--|--|----------------|---|------------------|--|
| 6-digit School Code  |  | Date Submitted |   |                  |  |
| LEA  |  | School         |   |                  |  |
| Task   |  |                | Documentation & Completion Date             |                  |  |
| <input type="checkbox"/> Administrator agrees to actively support and participate in PBIS activities. <ul style="list-style-type: none"> <li>See <i>School Agreement and Partnership Agreement</i></li> </ul>  |  |                |   |                  |  |
| <input type="checkbox"/> Establish 80% staff commitment. Staff agrees to: <ul style="list-style-type: none"> <li>Provide input in determining what our school's problems are and what our goals should be</li> <li>Commit to adopting a school-wide positive behavior system of support</li> <li>Follow through with all school-wide decisions, regardless of individual feelings for any particular decision</li> <li>Attend an Overview presentation about PBIS either as a group or individually (hyperlink)</li> </ul> |  |                | Date of Overview:                           |                  |  |
|  |  |                | Method of Delivery:                         | Digital: (check) |  |
|  |  |                |   | In person:       |  |
|  |  |                | Staff Commitment Secured:                   |                  |  |
| <input type="checkbox"/> Identify team members and team leader: <i>Team should be representative of school staff and include support and participation by administrator(s)</i>   |  |                | List team members on Partnership Agreement. |                  |  |
| <input type="checkbox"/> Administrator & team complete <b><u>Partnership Agreement</u></b> with <b><u>Readiness Packet</u></b> and return to LEA/Regional Coordinator  |  |                |   |                  |  |
| <input type="checkbox"/> Identify School-Based PBIS Coach (Team Leader)  |  |                |   |                  |  |
| <input type="checkbox"/> Identify LEA Trainer (either previously appointed or new Trainee)   |  |                |   |                  |  |
| <input type="checkbox"/> Schedule first team meeting prior to training to discuss training dates and schedule Self Assessment Survey (SAS) with LEA Coordinator or Regional Coordinator  |  |                |   |                  |  |
| <input type="checkbox"/> Complete online Self Assessment Survey ( <i>password required for school account to be activated, request access from LEA Coordinator or Regional Coordinator</i> ) Trainer will bring summaries to training . <a href="http://www.pbisassessment.org">www.pbisassessment.org</a> (optional)  |  |                | School Login ID#                            |                  |  |
|  |  |                | Close date of survey:                       |                  |  |
| <input type="checkbox"/> Summarize previous years Office Discipline Referrals and bring summary to training ( <i>Total Referrals, By location, By month, By problem behavior, By ethnicity, By time of day</i> )   |  |                | *Please bring summary to training           |                  |  |
| <input type="checkbox"/> Submit PBIS Partnership Agreement with School Readiness Checklist to LEA/Regional Coordinator two weeks before scheduled training <i>all components must be complete before attending training</i>  |  |                | LEA Coordinator Initials:                   |                  |  |